



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20546

RQ-5

JAN 18 1994

Deloris A. Nevergall, Treasurer
Health Care and Retirement
Corporation (HCR) Employees
Good Citizenship Fund
One Seagate
Toledo, OH 43604

Identification Number: C00260141

Reference: July Monthly (6/1/93-6/30/93), September Monthly
(8/1/93-8/31/93) and October Monthly (9/1/93-9/30/93)
Reports

Dear Ms. Nevergall:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-For future reporting, please be advised that contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

Debbie Manzano

Debbie Manzano
Reports Analyst
Reports Analysis Division

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